



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

CEHR-D (600-85)

30 JUL 2007

COMMANDER'S POLICY MEMORANDUM #6

SUBJECT: Quality of Worklife Programs

1. Attracting and retaining a world-class workforce are critical to the success of the Corps and in order to do this we must use management flexibilities that are available. These flexibilities include telework, alternative work schedules (AWS), virtual work locations, and part-time employment. These help our work force balance work and family demands, particularly if fewer hours can be spent commuting.

2. The U.S. Army Corps of Engineers (USACE) is committed to improving the quality of life for our workforce and telework has proven to be an effective tool to assist employees with balancing their work lives and personal responsibilities. As such, USACE continues to actively support the Department of Defense and Department of the Army Telework Policy. Commanders, managers, and supervisors must actively promote all types of teleworking, support realistic teleworking proposals from their employees, integrate teleworking into contingency operations and emergency situation planning and exercises, and strive to find innovative solutions to barriers that impede its effective use. Authority to approve telework agreements should be delegated to the lowest level practical.

3. Commanders have the authority to set work schedules, including alternative work schedules. While not every Corps position can be staffed using AWS, many can with the option of a flexible or a compressed work schedule. AWS has been available and used for a number of years and we should continue to use it when applicable to our mission needs.

4. Part-time employment and intermittent temporary appointments are other tools management should consider using to appeal to a broader applicant pool. These can enhance our efforts to employ people with disabilities and those with temporary health conditions. These tools can attract skilled workers who may not wish to work full-time or on a permanent basis. Job sharing is also a consideration for some positions.

5. Commanders must ensure that local regulatory and policy guidance is current and consistent with program policy and regulatory guidance published by Office of Personnel Management, Departments of Defense and Army, and USACE. Supervisors at all levels should understand and apply current higher authority and local regulatory and policy guidance governing work-life programs. Telework agreements should be reviewed and updated at least annually. Alternate work schedule and telework agreements may be modified or terminated at any time based on mission requirements or employee performance/conduct. Employee performance must be, as a minimum, at the fully successful or valued performer level to be considered eligible for telework

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mission requirements or employee performance/conduct. Employee performance must be, as a minimum, at the fully successfully or valued performer level to be considered eligible for telework or alternative work schedule flexibilities. Civilian Personnel Advisory Centers can provide details and ensure local bargaining obligations are met.

6. It is USACE policy to use all management tools to enhance the quality of worklife for our employees. This offers the benefits of increased morale and productivity, enhanced recruitment and retention, and strengthens our image as an "Employer of Choice."



R. L. VAN ANTWERP
Lieutenant General, USA
Commanding